Setting the ISCR FTP Program For IU Health Physicians Outreach Facilities

This document was last modified September 1, 2011

This document explains how to change the settings for the ISCR FTP Program to allow you to send data to IU Health Physicians as well as the Indiana State Cancer Registry (ISCR).

These instructions are only for facilities that participate in the IU Health Physicians Outreach Program, formerly known as Community Cancer Care, Inc. Consortium. Contact IU Health Physicians for more information about the program. Contact data appears at the end of these instructions.

Brief Instructions

Changing the settings is fairly straightforward. Just follow these simple instructions. You can refer to the detailed instructions if you need more information for any step.

1. Log on to RMCDS.

2. From the **Custom** menu select **Run the ISCR FTP program**.

3. Click the **Run** button in the *Custom Menu Options* window.

4. Select **Change whether I submit to IUHP** and click **OK**.

5. Select the **Yes** option and click **OK**.

6. Click **Cancel** to close the program.

Detailed Instructions

Each step in the brief instructions has a corresponding step in this section giving more details about how to perform that step.

1. If RMCDS is not already open, start it and log on.

2. From the **Custom** menu, select **Run the ISCR FTP program**, as shown in Figure 1.
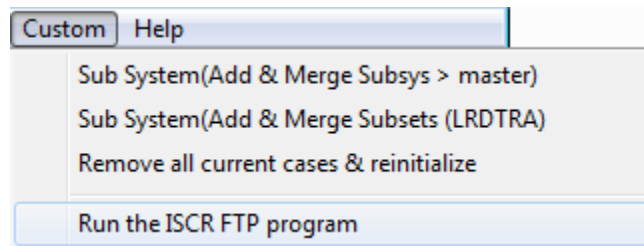

Figure 1: Custom Menu

3. Do not type anything in the **Arguments** textbox in the *Custom Menu Options* window shown in Figure 2. Just click the **Run** button
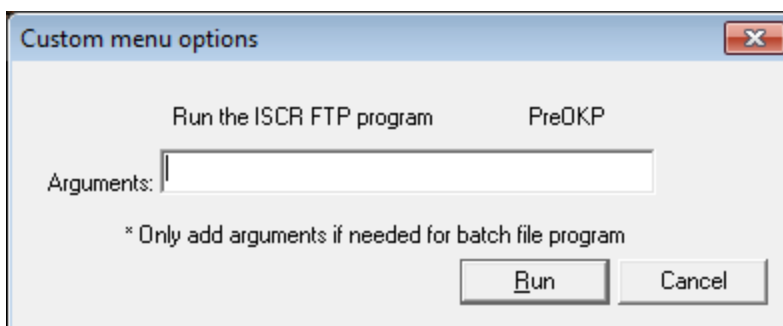
Figure 2: Custom Menu Options Window

4. In the *Processing Options* dialog shown in Figure 3 select **Change whether I submit to IUHP** from the dropdown list and click the **OK** button.
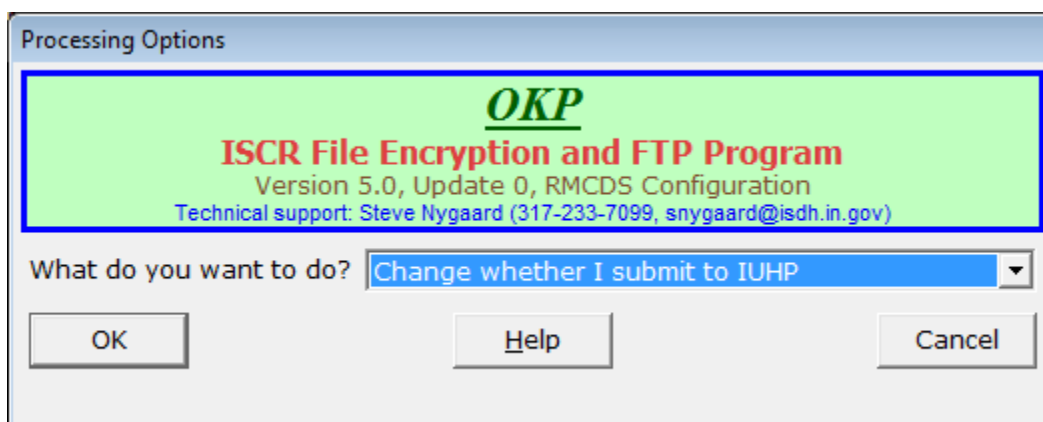

Figure 3: Processing Options Dialog

5. In the *Outreach Status* dialog shown in Figure 4, check the radio button labeled **Yes, allow submitting to IU Health Physicians** and click the **OK** button.
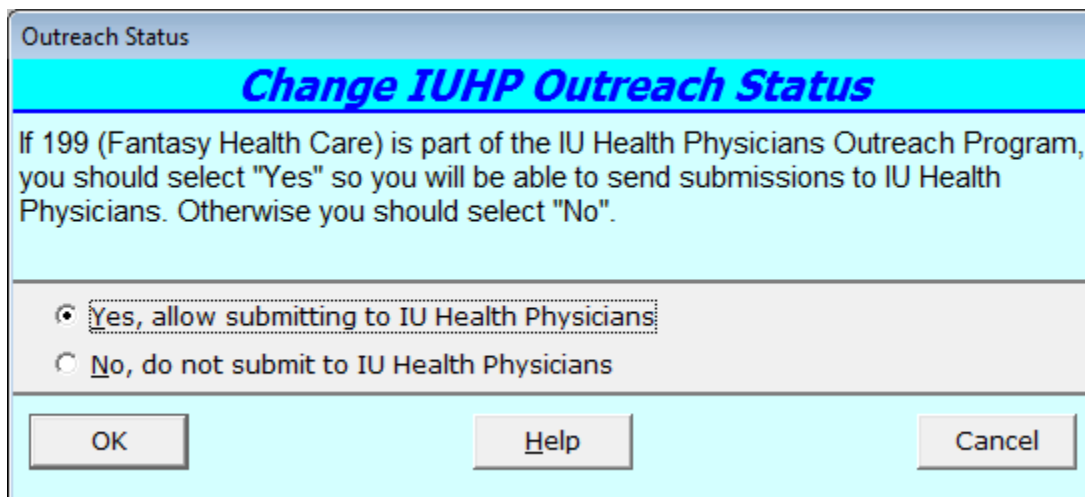

Figure 4: Select Recipients Dialog

6. Click the **Cancel** button in the *Processing Options* dialog shown in Figure 3 to close the ISCR FTP Program.

Contact Information

For information about the IU Health Physicians Outreach Program, please contact any of the following persons at the IU Health Physicians for assistance.

Name	Phone	E-mail
Mindy Burch	317- 833-1268	mburch1@iuhealth.org
Carol Lesch	317-963-0208	clesch@iuhealth.org

For questions about the ISCR FTP Program, please contact the following person at the Indiana State Cancer Registry for technical assistance.

Name	Phone	E-mail
Steve Nygaard	317-233-7099	snygaard@isdh.state.in.us